

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-065
Final Filing Date:	November 5, 2008 or Until Filled

Position:	Salary:	Location:
Staff Services Manager I	\$5,079 - \$6,127	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 330 Sacramento, CA 95811

The Health Professions Education Foundation (Foundation) awards scholarships and loan repayments to healthcare professionals and is recruiting for a dynamic and driven individual to lead our team.

General Statement: Under the general direction of the Executive Director, the incumbent manages, plans and directs the Foundation's staff.

Duties:

- Supervises professional and technical program staff; oversees the recruitment and hiring for Foundation vacancies; and ensures staff adherence to State, Departmental, Foundation and programmatic policies.
- Evaluates, develops and administers program policies and directs the implementation and monitoring of existing and future scholarship and loan repayment programs.
- Provides support to the Executive Director on the Foundation's budget and expenditures including administrative adjustments, mid-year projections and budget change proposals.
- Researches current information on volunteers, donors, and prospective donors; solicits/accepts pledges from contributors, and develops procedures to review the appropriateness of gifts and donations received; cultivates and maintains relationships with donors and volunteers.

Desirable Qualifications:

- Knowledge and understanding of personnel management and supervision in State service.
- Ability to direct, review, and evaluate the work of others.
- Ability to evaluate situations and develop program and organizational-specific recommendations to address the situation.
- Ability to motivate staff to deliver superior customer service and excellent completed staff work.
- Knowledge of fund development and finance management.
- Excellent written and oral communication skills.
- Strong prioritization, organizational and time management skills.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHHPD – Health Professions Education Foundation

Attention: Lupe Alonzo-Diaz (**JOB #08-065**)

400 R Street, Suite 330

Sacramento, CA 95811

For more information contact Judith Melson at (916) 326-3640.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.